

Screening, Brief Intervention, and Referral to Treatment (Short Title: SBIRT)

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U.S. Department of Health and Human Services

Webinar: Zoom

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SAMHSA
Substance Abuse and Mental Health
Services Administration

What We Will Cover Today

- Federal Award Information
- Program Description
- Eligible Applicants
- Applications Guidance
- Application Submission Requirements
- Project Narrative and Application Components
- Required Attachments
- Required Activities
- Allowable Activities
- Data Collection and Reporting
- Reporting Requirements
- Other Expectations

Federal Award Information

- **Estimated Total Available Funding:** Up to \$9,950,000
- **Estimated Number of Awards:** Up to 10 (At least 2 awards will be made to tribes/tribal organizations pending sufficient application volume from these groups.)
- **Estimated Award Amount:** Up to \$995,000 per year
- **Length of Project Period:** Up to 5 years
- **Anticipated Start Date** No later than September 30, 2024
- Submit your application no later than April 12, 2024, 11:59 PM (Eastern Time)

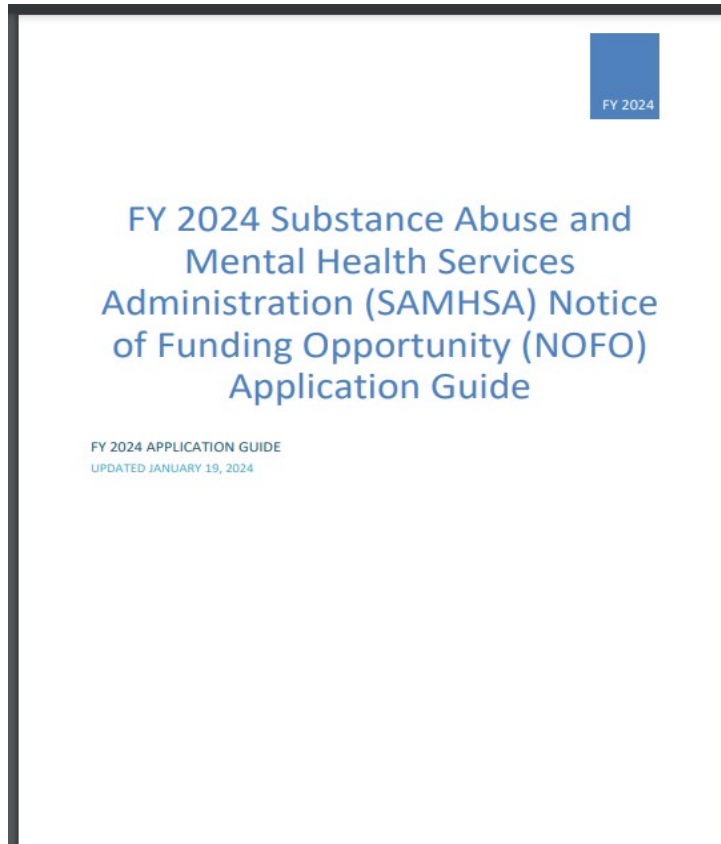
Program Description

- SBIRT is designed to expand and/or enhance the uptake of SBIRT into routine healthcare and other encounters with children, adolescents, and/or adults for a system-level approach to reducing alcohol and other drug (AOD) consumption and its negative health impacts.

Eligible Applicants

- Eligible applicants are States and Territories, including the District of Columbia, political subdivisions of States, Indian tribes, or tribal organizations (as such terms are defined in [section 5304 of title 25](#)), health facilities, or programs operated by or in accordance with a contract or award with the Indian Health Service, or other public or private non-profit entities.

Application Guidance



- Please review each section of the [Application Guide](#) carefully for step-by-step guidance on key parts of the application process, including the grant application process, the registration requirements, required attachments, and budget.

Application Submission Requirements (pg. 25-26)

- The applicant organization **MUST** be registered in NIH's eRA Commons; **AND**
- The Project Director **MUST** have an active eRA Commons account (with the PI role) affiliated with the organization in eRA Commons.
- Please note **no exceptions will be made.**

Project Narrative and Application Components

The Project Narrative describes your project. It consists of Sections A through E.

- **Section A:** Population of Focus and Statement of Need (Up to 20 points, approximately 1 page)
- **Section B:** Proposed Implementation Approach (30 points, approximately 5 pages, not including Attachment 4- Project Timeline)
- **Section C:** Proposed Evidence-based, Adapted, or Community defined Evidence Service/Practices (25 points-approximately 2 pages)
- **Section D:** Staff and Organizational Experience (15 points- approximately 1 page)
- **Section E:** Data Collection and Performance Measurement (10 points- approximately 1 page)

Required Attachments 1-5 (pg. 23-25)

- **Attachment 1:** Letters of Commitment
- **Attachment 2:** Data Collection Instruments/Interview Protocols
- **Attachment 3:** Sample Consent Forms
- **Attachment 4:** Project Timeline
- **Attachment 5:** Biographical Sketches and Position Descriptions

Required Attachments 6-9 (pg. 23-25)

- **Attachment 6:** Letter to the State Point of Contact
- **Attachment 7:** Confidentiality and SAMHSA Participant Protection/ Human Subjects Guidelines
- **Attachment 8:** Documentation of Non-profit Status
- **Attachment 9:** Form SMA 170 – Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations.

Required Activities: Screenings

- Screen all participants for substance use using either a full screen or a pre-screening followed by a full screen for those individuals who test positive on a pre-screen.
- Full screening tools for alcohol and drugs for children and adolescents can be found on pages 9-10 in the Notice of Funding Opportunity (NOFO).

Required Activities: Brief Intervention

The two levels of Brief Interventions (BI) are:

Short course brief intervention:

1 to 5 sessions

- Delivered with client centered, non-judgmental, Motivational Interviewing (MI) techniques.
- The focus is on raising an individual's awareness of their substance use and motivating them toward behavioral change.
- The selected BI approach must be described in the Section B of the Project Narrative.

Extended brief intervention (brief treatment):

Up to 12 sessions

- The monitoring of individuals who misuse alcohol or drugs (AOD) but have not yet developed a severe SUD.
- This is a distinct intervention that consists of a limited course of highly focused clinical sessions.

Required Activities: Referral to Treatment

Provide a Referral to Treatment (RT):

- Provide case management and referral to specialty treatment sources utilizing a warm handoff procedure for individuals who are identified as needing these services.
- Provide wraparound services addressing barriers to access to care, such as transportation to treatment, peer support, or recovery support services.

Allowable Activities

- Develop and implement tobacco cessation programs, activities, and/or approaches.
- Screen for suicide risk.
- Implement efforts to include SBIRT practices in electronic health records or use of automated devices to enhance treatment.
- Develop and disseminate materials on best practices, including culturally and linguistically appropriate best practices, as appropriate.
- Train health care providers on best practices.
- Assess for and respond to the needs of individuals and families served by the program who are at risk for or experiencing homelessness.

Allowable Activities: Capacity Building

- In Section B.2 of the Project Narrative, applicants must describe the use of funds for capacity building, if applicable, such as:
 - Developing partnerships with other providers for service delivery and with stakeholders serving the population of focus, including underserved and diverse populations.
 - Training/workforce development to help your staff or other providers in the community identify mental health or substance use issues or provide effective culturally and linguistically competent services consistent with the purpose of the program.
 - Policy development to support needed service system improvements (e.g., rate setting activities, establishment of standards of care, development or revision of credentialing, licensure, or accreditation requirements)
 - Implementing, acquiring, or upgrading health information technology.

Data Collection and Reporting

- Awardees must collect and report data for SAMHSA to meet its obligations under the [Government Performance and Results \(GPRA\)](#) Modernization Act of 2010.
- Applicants should carefully note that there are three categories of services or combinations of services to be supported by grant funds and each category has specific reporting requirements with regards to GPRA.
- Data will be collected at three points: intake to SAMHSA-funded services, six-month follow-up, and discharge from the SAMHSA funded services.
- Training and technical assistance on SPARS data collection and reporting will be provided during orientation after the award.

Other Expectations: Behavioral Health Disparity Impact Statement

- The DIS is a data-driven, quality improvement approach to advance equity for all. It is used to identify underserved and historically under-resourced populations at the highest risk for experiencing behavioral health disparities. The purpose of the DIS is to create greater inclusion of underserved populations in SAMHSA's grants.

Grants Management Overview

Victoire Bikoi, Grants Management Specialist

Substance Abuse and Mental Health Services Administration

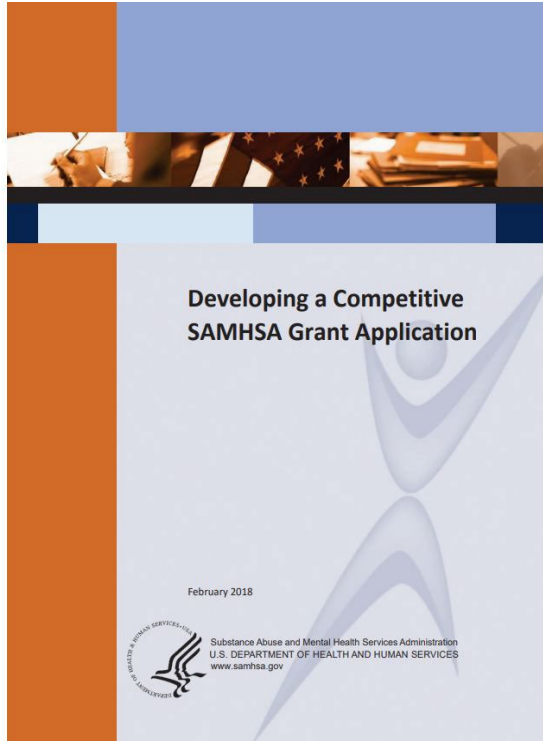
U.S. Department of Health and Human Services



Objectives

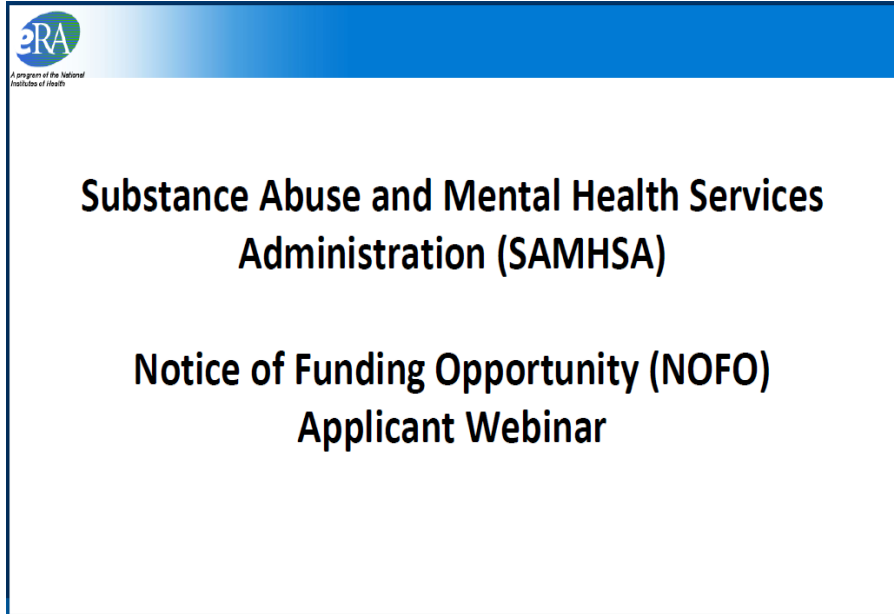
- Applying for a Grant - Available Resources
- Applicable Policies & Regulations
- Factors Affecting Allowability of Costs
- Budget Narrative & Justification
- Cost Sharing and Match Requirements
- Sample Budget Template
- SF-424A
- Key Personnel
- Indirect Cost Rate
- Funding Limitations/Restrictions
- Questions/Technical Support

Applying For A Grant - Available Resources



- A manual is available for applicants: [Developing a Competitive SAMHSA Grant Application \(PDF | 1 MB\)](#).
- This manual will provide applicants with valuable information about how to prepare a strong grant application.

Applying For A Grant - Available Resources (continued)



- View a [recording of the SAMHSA Applicant Webinar \(39 minutes\)](#)
- View the [NOFO Applicant Webinar Presentation \(PDF | 7 MB\)](#)
- For more information go to [Applying for a New SAMHSA Grant](#) on the SAMHSA Grants website.

- **Note:** Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number will be replaced by a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). For more information, please refer to <https://sam.gov/content/duns-uei>.

Applicable Policies & Regulations

45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

HHS Grants Policy Statement - <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hsgps107.pdf>

The HHS Grants Policy Statement document contains important information on the general terms and conditions for discretionary grants and cooperative agreement awards.

- Additional helpful resources HHS Grants Policies & Regulations-
<https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>

Financial Management Requirements - the financial management control areas provide recipients with guidance for ensuring their existing accounting and personnel policies and procedures (P&P) include the necessary controls. ***The guidance is also used by SAMHSA to complete Financial Capability Reviews (FCRs) of new and prospective grantees.***

Learn more about [grantee financial management requirements](#).

Applicable Policies & Regulations (Continued)

45 CFR PART 75—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS

Recipient Type	Uniform Admin Requirements	Cost Principles	Audit Requirements
State & Local Governments	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	45 CFR Part 75, Subpart F
Colleges & Universities	45 CFR Part 75, Subpart C and D	45 CFR Part 75, Subpart E	
Non-Profits		45 CFR Part 75, Subpart E	

Factors Affecting Allowability Of Costs

Proposed budgets must contain allowable, reasonable, and allocable costs, as defined under [45 CFR 75.403](#), [75.404](#), and [75.405](#).

- **Allowable** costs, unless otherwise authorized by program statute are necessary and reasonable for award performance and allowable under the cost principles.
- **Reasonable** costs are not in excess of what would normally be incurred by a prudent person under the circumstances prevailing at the time the decision was made, given market rates, effort and the organization's documented policies.
- **Allocable** costs can be charged to a federal award if the goods or services are chargeable in accordance with relative benefits received.

Budget Narrative & Justification

- All applications must include a detailed budget with narrative justification that explains the federal and the non-federal expenditures.
- The detailed budget with narrative justification must be consistent with and support the Project Narrative.
- You must provide a description of existing resources and other support you expect to receive for the proposed project.
 - Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions, or non-federal means.
- The federal and the non-federal expenditures should correspond to Item #18 on your SF-424, Estimated Funding.

Budget Narrative & Justification (continued)

- The Budget Narrative and justification must be concrete and specific. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated.
 - Examples to consider when justifying the basis of your estimates can be ongoing activities, market rates, quotations received from vendors, or historical records.
- Detailed Breakdowns must be provided of the materials, quantities, number of persons, cost per unit/hour, number of hours/levels of effort, or other relevant basis to show how costs will be utilized towards achieving the grant's goals and objectives.
- An illustration of a budget and narrative justification is included in Appendix L of the NOFO.

Cost Sharing & Matching

COST SHARING AND MATCHING REQUIREMENTS

- Cost sharing/match is not required in this program.

Sample Budget Template

To reduce errors and expedite review of your budget, it is highly recommended you use SAMHSA's PDF Budget Template to complete the Detailed Budget and Narrative Justification required for submission with your application.

- SAMHSA's Budget Template includes a wealth of helpful tooltips and resources to assist and guide you with preparation of your budget.
- The budget template was created with extensive recipient consultation and input and designed to avoid all the common budget preparation pitfalls.
- The budget template is available at: <https://www.samhsa.gov/grants/applying/forms-resources>

Note: For SAMHSA to view all your budget data, you must flatten/convert the PDF to a non-editable format by **PRINTING TO PDF** before submission.

The following resources provide guidance on use of the budget template:

- [Key Features of the Budget Template](#)
- [Budget Template Users Guide](#)
- [Budget Review Checklist](#) (For review of your Detailed Budget before submission)

Budget Information For Non-construction Programs (SF-424A)

- The total of your detailed budget must match the totals in Section A of the SF-424A and budget category totals must match each of object class cost categories In Section B of the SF-424A . Ensure the following:
 - A. In Section A Budget Summary, use Line 1 to enter the total federal request in the New or Revised Budget Federal (e) column.
 - B. In Section A Budget Summary, use Line 2 to enter the total non-federal request in the New or Revised Budget Non-Federal (f) column. If there are multiple sources of non-federal funds you may also use lines 3 and 4.
 - C. In Section B Budget Categories, use the Grant Program, Function or Activity column (1) to enter the total federal request for each Object Class Category.
 - D. Use Section B Budget Categories, use the Grant Program, Function or Activity column (2) to enter the total non-federal matching contribution for each Object Class Category. If there are multiple sources of non-federal funds you may also use columns (3) and (4).

Detailed Instructions for completing the SF-424A can be found at: [SF424A-V1.0-Instructions](#).

Key Personnel

- 1. The key personnel for this program will be the Project Director at 100% level of effort and the Project Evaluator at a minimum of 10%.**
 - The Project Director is responsible for oversight of the project.
 - The Project Evaluator is responsible for gathering and analyzing data to determine the success and impact of programs/projects, processes, or policies.
 - Ensure to list the PD position in your detailed budget (even if funded in kind or with matching contributions)
 - Provide the PD resume and job/position description.
- 2. List the Principal Investigator (PI) or PD to be designated as “Contact” in section 8f and reflect their commons ID in Field #4 of the SF-424. Either the PI or the PD can be designated as “Contact” in eRA to take actions and receive notifications but not both.**
- 3. If the PD position is being filled by a contractor/consultant, you must provide a copy of the formal written agreement tor that specifies the official relationship and addresses performance of all the required duties and responsibilities.**

Indirect Cost Rate Agreement Or Cost Allocation Plan

- Ensure that you submit your organization's current negotiated Indirect Cost (IDC) rate agreement or cost allocation plan with HHS or any other federal agency which required to support the charge of indirect costs.
- If your organization is opting to use 10% of Modified Total Direct Costs (MTDC), then a clear statement must be made in your IDC narrative as follows: **“XYZ Organization elects to use the de minimis rate of 10 percent of modified total direct costs (MTDC)”**.
- Ensure that you accurately calculate the MTDC base to which your IDC rate is applicable.
- Include calculations to show how you arrived at your IDC base and IDC total.

Funding Limitations/Restrictions

Refer to the program specific Funding Restrictions/Limitations in section IV and the Standard Funding Restrictions in the Section H of NOFO, as well as to [45 CFR Part 75](#), for applicable administrative requirements and cost principles.

The funding restrictions for this project are as follows:

Food can be included as a necessary expense for individuals receiving SAMHSA-funded mental and/or substance use disorder treatment services, not to exceed \$10.00 per person per day

You must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in [Section H](#) of the Application Guide.

Your budget must reflect the funding limitations/restrictions noted in [Section IV-5](#). Identify the items associated with these costs in your budget. Include a narrative and separate budget for each year of the grant that shows the dollar amount and the percent of the total grant award that will be used in the area where there is a limitation. Recipients should maintain adequate documentation of which expenses are connected to the funding limitations/restrictions and the percent of the total grant award that will be used in each area where there is a limitation.

Got Questions?

Program/eligibility questions?

Andrea Harris

Center for Substance Abuse Treatment
Division of Service Improvement
Substance Abuse and Mental Health Services
Administration
(240) 276-2441

Andrea.Harris@samhsa.hhs.gov

Fiscal/budget related questions?

Office of Financial Resources, Division of Grants
Management, SAMHSA
(240) 276-1940

Email: FOACSAT@samhsa.hhs.gov

Review process/application status questions?

Tiffany Gray

Office of Financial Resources, Division of Grant
Review Substance Abuse and Mental Health
Services Administration
(240) 276-0541

Tiffany.Gray@samhsa.hhs.gov

Problems submitting your application on Grants.gov?

Contact the Grants.gov Helpdesk:

Email: support@grants.gov

Phone: 1-800-518-4726 (1-800-518-GRANTS)

eRA Commons Technical Questions?

Contact the eRA Service Desk

[Web Support](#)

[Submit a Web Ticket](#) (preferred method
of contact)

Toll-Free: 1-866-504-9552

Thank You

SAMHSA's mission is to lead public health and service delivery efforts that promote mental health, prevent substance misuse, and provide treatments and supports to foster recovery while ensuring equitable access and better outcomes.

www.samhsa.gov

1-877-SAMHSA-7 (1-877-726-4727) • 1-800-487-4889 (TDD)